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*Approved*  
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Executive Officer/DD/S&T

Director of Logistics

Fiscal Year 1965 Programming

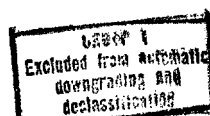
- REFERENCES: (a) Action Memorandum No. A-422 dated 23 September 1964  
to the Deputy Directors from Executive Director-  
Comptroller, same Subject  
(b) Directorate of Science & Technology Contract Schedule  
for FY 1965

1. The referenced instruction requests that action be taken to improve procurement management by phasing procurement actions to avoid the end-year buildup and uneven distribution of workload on the Office of Logistics that has been experienced in past years. To accomplish this, I am requesting Agency components concerned to provide us with planning data for the remainder of Fiscal Year 1965.

2. The referenced Contract Schedule submitted by DD/S&T Memorandum No. 2384-64, dated 2 September 1964, furnished a substantial amount of data which have been quite helpful in our Procurement Management Program. There were, however, a number of proposed procurement actions which did not have complete information. Undoubtedly, there may be changes and reprogramming in connection with the original information as furnished. Accordingly, I will appreciate your furnishing a revised or updated contract procurement schedule by the end of this month. I am sure that this will make it possible for us to serve your contracting requirements more efficiently and economically. Mr. [redacted], representing the Procurement Division, has already discussed this matter with some members of your Directorate and will be available as may be required in this program.

3. A continuing objective of procurement management is the need to increase the workload in the first two quarters of the fiscal year to achieve a more constant work flow. In further response to reference (a) above, I am urging all components to begin procurement planning for Fiscal Year 1966. While complete

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